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12 SEP 1979

MEMORANDUM FOR: Executive Committee Members

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FROM :   
Secretary, Executive Committee

SUBJECT : Tentative Executive Committee Calendar

The tentative Executive Committee calendar for the next two months is attached. This will be a busy period with a number of important agenda items. When possible, the component responsible for the agenda topic should provide background material to the Committee Staff one week before the scheduled meeting to disseminate to Committee members. To ensure the best use of your time during the Committee sessions, it would be helpful if individuals making presentations held dry runs with the Committee Staff beforehand.

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